

# 2016 BIMBÉ CULTURAL ARTS FESTIVAL VENDOR APPLICATION

Saturday, May 21, 2016

12 p.m. – 8 p.m.

Rock Quarry Park (701 Stadium Drive)

The City of Durham Parks and Recreation Department, seeks Non-food & Food Vendors, Artists, and Education/Non-profit groups to join the 47<sup>th</sup> annual Bimbé Cultural Arts Festival with expected attendance of over 10,000 people.

## **RENTAL SPACES:**

1. All spaces are 10' x 10' and all vendor equipment, displays, stands, tents, tables, and supplies must be contained within this dimension. **Durham Parks & Recreation will NOT provide any equipment to vendors. (Tents, tables, chairs, etc.)**

2. Cost per rental space:

	City Resident	Non-City Resident
Food:	\$300.00	\$340.00
<i>(Price includes a refundable deposit. CR-\$50/NCR-\$65)</i>		
Educational/Non-profit:	\$30.00	\$45.00
Artists/Natural Crafts:	\$50.00	\$65.00
Non-food vendors:	\$100.00	\$115.00

\*\*\**Additional rental space may be purchased in full increments ONLY.*\*\*\*

**APPLICATION DEADLINE:** No applications will be accepted after **May 6, 2016**.

## **VENDOR DEFINITIONS**

**Food:** All items being consumed by participants (whether it is beverages, food, desserts, frozen treats, ice cream, etc.) are considered to be a food vendor.

**Education/Non-Profit Information:** Education/Non-profits who are not selling items; intended only for giving away printed literature/materials describing their community services and/or organization.

**Artist/Natural Crafts:** All items must be hand-crafted, original design made by the exhibitor, authentic antiques (NO REPRODUCTIONS), original visual art, photography, graphics & fabric art, hand-crafted originals in wood, leather or metal, handmade pottery, sculptures and ceramics, hand woven baskets (NO KITS), and hand-made jewelry

**Non-food vendors:** All items being sold that are mass produced, reproduced, etc. Commercial Businesses are considered

### **FEES AND PAYMENTS:**

NOTE: **Rental space must be paid in full at the time of application submission.** Payment can be made by MONEY ORDER, CHECK, CASH, MASTERCARD/VISA. Checks should be made payable to: City of Durham.

### **INSURANCE REQUIREMENTS:**

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. The City of Durham requires all **FOOD** vendors to obtain their own insurance, naming the City of Durham as an additional certificate holder, with combined single limit not less than \$1,000,000 per occurrence. **A copy of this insurance must be included with this application.**

### **PERMITS:**

1. All food vendors that will be cooking on site must also contact the Fire Department to obtain the proper cooking equipment guidelines. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines (919-560-7800).
2. All licenses and permits (if applicable) must be submitted with the application.

The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage to works exhibited during the BIMBÉ Festival. If insurance is desired, it must be purchased by the vendor.

### **SET UP/ VENDOR/ DISPLAY:**

1. Vendors/Artists may begin set up in designated spaces at **9 a.m.** on May 21<sup>st</sup>. **No vendor/artist will be permitted to set up any rental space prior to this time. Nor will any vendor/artist's assigned rental spaces be changed on event day.**
2. Vendor set up must be complete by **10:30 a.m.** All vehicular access to vendor spaces will NOT be available after this time. (Vendors, however, may hand carry items to rental spaces after this time, if necessary, e.g. re-stocking of vending items).
3. All food vendors must be mobile food units. No TFE's (tent vendors) will be accepted. Exceptions may be made to certain specialty food vendors.
4. All peddler pushcarts will be required to remain in their assigned space, the entire event. Roaming will not be allowed.
5. Restore vendor space to its original condition (i.e. no dumping of coals or oils, clean up trash, etc.)

**ALL tents, including 10x10's, must be properly secured in preparation for rain and/or high winds. (Ex: sand bags, stakes, concrete buckets, etc.) Vendors will be responsible for any damage from tents not being properly secured.**

### **RAIN PROCEDURE**

Vendors should be prepared in the case of rain to cover your rental space with plastic covers. In the case of heavy rain, the festival coordinator will consider and determine suspension or cancellation of any part or the entire event. **Vendors SHOULD NOT leave the festival area BEFORE the festival coordinator announces suspension or cancellation of the event. If a vendor should vacate their assigned rental space before an official suspension or cancellation is made by the festival coordinator, NO REFUND OF EVENT FEES WILL BE RETURNED TO THE VENDOR.**

**\*If there is inclement weather the day of the event or the field conditions at Rock Quarry Park are not good, the event coordinator will make the decision to cancel and/or move the event to the parking lot at Durham County Stadium (across the street from Rock Quarry Park).**

**REMEMBER: BIMBÉ EVENTS HAVE NO RAIN DATES!**

## **REFUNDS**

The \$50/\$65 food and drink vendor deposit is refundable provided vendors adhere to BIMBÉ Guidelines:

1. Sell only the items listed on the application.
2. Refrain from the sale of BIMBÉ paraphernalia. **BIMBÉ IS TRADEMARKED BY THE CITY OF DURHAM.**
3. Restore vendor space to its original condition, i.e. no dumping of coals or oils, clean up trash, etc.

No deposit and rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by DPR due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization's address shown on the application.

# 2016 BIMBÉ CULTURAL ARTS FESTIVAL

## VENDOR APPLICATION

[www.DPRPlayMore.org](http://www.DPRPlayMore.org)

APPLICATION DEADLINE: May 6, 2016

**Return Application By Mail to:**

Parks and Recreation Department  
Attn: BIMBÉ VENDOR 2016  
101 City Hall Plaza  
Durham, NC 27701

or

**Return Application in Person:**

Parks and Recreation Department  
400 Cleveland Street  
Durham, NC 27701

If you have questions about this application or about vendor regulations, contact Tina Chavis, Special Events Coordinator, at 919-560-4355 or by email: [Tina.Chavis@durhamnc.gov](mailto:Tina.Chavis@durhamnc.gov)

***SPACE IS LIMITED!***

**Applications will be accepted during the hours of 9 a.m. until 5 p.m.,  
Monday thru Friday until all rental spaces are filled.**

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To ensure variety and quality, BIMBÉ organizers reserve the right to limit vendors whose products are significantly similar. Please provide detailed information to enhance your consideration for selection. Applications received without this information will not be considered. **Payment In Full Must Accompany Application.**

Name \_\_\_\_\_

Business Name/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

E-Mail Address \_\_\_\_\_

NC Sales Tax I.D. Number \_\_\_\_\_

Tax Employee Identification Number (EID) \_\_\_\_\_

**Category:** *(check one)*

- ☐ Food: *(circle one)* Mobile Food Unit      Peddler Push Cart
- ☐ Education/Non-profit *(301 or 501 status)*
- ☐ Artist/Natural Craft *(please check which Artist/Natural Craft category on the following page)*
- ☐ Non-food vendor/business

Size of Canopy/Tent: \_\_\_\_\_

**VENDOR DESCRIPTIONS(S):** This section MUST be complete!

**Food:** Y N

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

**Beverages:** Y N

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

**Non-Food/Information/Artist:** Y N

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

**Describe Information/Educational Items:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARTISTS**

1. All work must be hand-made and original. (NO MASS PRODUCED ITEMS.)
2. Samples of work by photograph and/or website must be submitted with every application.

Website: \_\_\_\_\_

Please check the category in which you wish to exhibit:

Two-Dimensional

☐ Drawing      ☐ Photography  
☐ Printmaking      ☐ Graphics  
☐ Other (specify): \_\_\_\_\_

Three- Dimensional

☐ Sculpture      ☐ Fiber  
☐ Pottery      ☐ Leather  
☐ Jewelry  
☐ Other (specify): \_\_\_\_\_

Name(s) of Individual(s) that will be operating your rental space: There will be a maximum of three (3) people per rental space. If more personnel are needed, please give a brief statement as to the reason. Festival staff and volunteers will not be allowed to oversee your booth at any time.

\_\_\_\_\_  
\_\_\_\_\_

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**I hereby affirm that I have read and do understand all instructions and guidelines in the BIMBÉ Application form and information packet. I agree to comply with all BIMBÉ rules/guidelines and my failure to do so will result in my removal from the festival activities with NO REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the BIMBÉ Event Coordinator.**

**Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**DPR/Bimbé Application: revised 12/2015**

**For Office Use Only**

Date Rec'd: \_\_\_\_\_

By Mail\_\_\_\_\_ In Person\_\_\_\_\_

Approved\_\_\_\_\_ Denied\_\_\_\_\_